

# STATE OF MONTANA

## JOB DESCRIPTION

*Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Title:** Drill Operator                      **Location:** Helena HQ

**Department:** Transportation              **Division and Bureau:** Engineering/Geotechnical and Pavement Bureau

**Section and Unit:** Field Investigation Unit

**Position Number:** 46019; 46012; 46020; 46003; 94620; 46002

### **Job Overview:**

This position serves as a drill operator and conducts a variety of on-site drilling and sampling operations. Duties include operating specialized drilling equipment, gathering and preparing soil and rock samples, and maintaining and repairing drill machinery, equipment, tools, and vehicles. The position reports to the Drill Crew Chief and does not directly supervise other agency personnel. This position is part of the Field Investigation Unit career ladder.

### **Essential Functions (Major Duties or Responsibilities):**

#### **A. Drilling Operations 70%**

This position conducts on-site drilling and sampling activities according to the requirements of drilling requests and a variety of federal, State, and Department guidelines, policies, and procedures. This position operates a variety of specialized drilling equipment; performing in-place soil strength tests and sampling; installing monitoring wells; installing specialized monitoring equipment; obtaining, securing, and preserving soil and rock samples; performing boring layout activities; and transporting drilling equipment, tools, and sampling instruments to field sites. These duties require knowledge of specialized geotechnical drilling operations, equipment, and tools; techniques of sample collection and preservation; boring layout; and Federal, State, and Department drilling policies and procedures. These duties also require skill in the safe and effective operation of heavy and hazardous machinery, tools, and vehicles, and the ability to work effectively with a team of drillers and in potentially hazardous environments and inclement weather.

#### **B. Equipment Maintenance, Repair, and Transportation 25%**

This position maintains, repairs, and recommends the acquisition of specialized drilling equipment, tools, and sampling products for use in field operations. This position is responsible for maintaining and repairing specialized drilling equipment and tools; resolving drilling and sampling equipment malfunctions, deficiencies, and other problems in the field; identifying maintenance and repair needs and preparing supply request orders; recommending the acquisition of drilling equipment and tools;

and inspecting incoming vendor shipments of supplies and equipment. This requires knowledge of light duty mechanical repair and/or fabrication and welding procedures, skill in specialized and general maintenance techniques and processes and diagnostic analysis, and the ability to monitor field operation equipment needs and recommend equipment and supply purchases.

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**C. Other Assigned Duties**

**5%**

This position performs a variety of other duties assigned by the Drill Crew Chief, Field Investigation Unit Manager, or other Bureau management in support of ongoing Bureau operations. This includes participating in ongoing training and educational programs as directed, consulting with technical experts, and promoting effective relationships with professional consultants, contractors, other agency personnel, and the public.

**Supervision**

This position does not supervise others.

The number of employees directly supervised is: 0

The total number of FTE managed (direct and indirect): 0

The position number for each directly supervised employee is: N/A

**Physical and Environmental Demands:**

*Physical:*

- Heavy independent lifting (up to 75 lbs.) of equipment, material samples, etc.
- Ability to walk over uneven terrain or in water
- Exposure to extreme weather
- Exposure to loud noises
- Exposure to high-speed traffic
- Remaining seated or standing for extended periods of time, with occasional walking; standing; bending
- Extensive travel within the state to project locations
- Operating a personal computer

*Mental:*

- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Decision making that affects public health and safety
- Performing duties under stressful conditions

This position requires an average of three days overnight travel per week. The majority of work is performed at various field project locations involving extensive statewide travel (in excess of 12,000 miles a

year) as well as hazards and demands associated with an active project site, including exposure to high-decibel noises and heavy equipment; traversing rough and uneven terrain; and extreme weather and driving conditions. The incumbent must be able to lift and transport supplies, samples, and equipment weighing in excess of 75 pounds. Unanticipated project problems, safety concerns, and other impediments require the incumbent to work long hours under stressful and demanding conditions.

### **Knowledge, Skills and Abilities (Behaviors):**

#### Knowledge:

This position requires thorough knowledge of the methods and techniques of subsurface drilling and sampling; Environmental Protection Agency regulations governing safety and techniques of drilling and sampling soil and water known to be contaminated with hazardous materials; methods and techniques used in monitor well installation and abandonment as well as precautions against cross contamination of groundwater resources; and applicable State, federal, AASHTO, and FHWA requirements and standards.

#### Skills:

This position requires skill in operating, maintaining, and repairing specialized drilling and sampling equipment and tools, vehicles, and various drilling support equipment and hand tools, equipment maintenance and repair, and light duty welding and fabrication.

### **Minimum Qualifications (Education and Experience):**

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to a high school diploma.

This position requires a minimum of one year of experience in geotechnical drilling operations, soil sampling, diamond drilling, water exploration, or horizontal drilling is preferred.

Certifications, licensure, or other credentials include: This position requires a valid Class A/Type 2, Commercial Driver's License with air brake and tanker endorsements, or the ability to obtain within 120 days of hire. Obtaining and maintaining a valid Class A/Type 2, Commercial Driver's license is a condition of employment.

Alternative qualifications include: n/a

*List any other special required information for this position*

- |  |   |
|--|---|
| <input type="checkbox"/> Fingerprint check | <input type="checkbox"/> Valid driver's license |
| <input type="checkbox"/> Background check  | <input type="checkbox"/> Other; Describe        |
| none    Union Code                         | Safety Responsibilities                         |

The majority of work is performed at various field project locations involving extensive statewide travel (in excess of 12,000 miles a year) as well as hazards and demands associated with an active project site, including exposure to high-decibel noises and heavy equipment; traversing rough and uneven terrain; and extreme weather and driving conditions. The incumbent must be able to lift and transport supplies, samples,

and equipment weighing in excess of 75 pounds. Unanticipated project problems, safety concerns, and other impediments require the incumbent to work long hours under stressful and demanding conditions.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

**Signatures**

My signature below indicates the statements in the job description are accurate and complete.

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<b>Immediate Supervisor</b>	<b>Title</b>	<b>Date</b>
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<b>Administrative Review</b>	<b>Title</b>	<b>Date</b>
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My signature below indicates that I have read this job description.

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<b>Employee</b>	<b>Title</b>	<b>Date</b>
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**Human Resources Review**

**Job Code Title: Drill Operator      Job Code Number: 475214      Pay Band: 4**

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- |   |  |
|---|--|
| <input type="checkbox"/> FLSA Exempt                        | <input checked="" type="checkbox"/> FLSA Non-Exempt        |
| <input type="checkbox"/> Telework Available                 | <input checked="" type="checkbox"/> Telework Not Available |
| <input checked="" type="checkbox"/> Classification Complete | <input type="checkbox"/> Organizational Chart attached     |

**Human Resources:**

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<b>Signature</b>	<b>Title</b>	<b>Date</b>
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